

MEMORANDUM OF UNDERSTANDING
BETWEEN
TRICARE MANAGEMENT ACTIVITY
AND
DEFENSE MANPOWER DATA CENTER

References:

- a. System Notice S322.10, Defense Manpower Data Center (DMDC) Data Base, January 8, 2007 (amended and republished as DMDC 01 effective October 31, 2007).
- b. Department of Defense Directive (DoDD) 1010.1, "Military Personnel Drug Abuse Testing Program," December 9, 1994, Incorporating Change 1, January 11, 1999.
- c. DoDD 1010.9, "DoD Civilian Employee Drug Abuse Testing Program," August 23, 1988, Incorporating Change 1, January 20, 1992.
- d. DoDD 5200.2, "DoD Personnel Security Program," April 9, 1999.
- e. DoDD 8500.1, "Information Assurance (IA)," October 24, 2002.
- f. DoD Instruction 8500.2, "Information Assurance (IA) Implementation," February 6, 2004.
- g. Office of Management and Budget Circular A-130, "Management of Federal Information Resources," February 8, 1996.
- h. Federal Information Security Management Act (FISMA).
- i. The Privacy Act of 1974, Title 5, U.S. Code 552a.

1. Purpose: This Memorandum of Understanding (MOU) is between the TRICARE Management Activity (TMA) and DMDC. The objective of the MOU is to define the responsibilities and administrative procedures for managing data transfer, storage, and retrieval in support of the Department of Defense (DoD) forensic drug testing program.

2. Background: Each year DoD performs more than four million urinalyses in its six Forensic Toxicology Drug Testing Laboratories in support of the DoD Drug Demand Reduction Program (DDRP). These tests include both military members and DoD civilians serving in Testing Designated Positions. The entire process to include specimen accessioning, processing, screening analysis, confirmation analysis, and result review and reporting is under the control of a customized Laboratory Information Management System (LIMS) designed and maintained by a Government contractor (Novus, 1355 Central Parkway South, Suite 100, San Antonio, TX 78232). Once an individual drug positive result has been certified by the laboratory certifying official, the data result along with associated identifying and administrative information is saved in LIMS. The result is reported through the LIMS Web portal connection to the sending organizations. All drugs that may have a valid prescription that supports licit use must be reviewed by a Medical Review Officer (MRO). The Services are responsible to assure that MRO decision, as to licit or illicit use, is transmitted back to LIMS. Periodically, the LIMS

database is uploaded to DMDC. DMDC is capable of matching the drug result data with various other DoD databases to provide data analysis in support of DoD data calls.

3. Responsibilities:

a. All signatories:

(1) Ensure all components within each organization are DoDD 8500.1, DoDD 8500.2, and FISMA compliant.

(2) Ensure that records transmitted between DMDC and TMA, the Services and the DoD agencies are sent in a secure manner as per the requirements of DoDD 8500.1 and DoDD 8500.2.

(3) Ensure that all components participating in the provisions of this MOU adhere to the security requirements for facility storing of Federal information data, as directed by FISMA.

(4) Provide protection of the data in accordance with the Privacy Act of 1974 at all times. Ensure that contractors who handle data are aware of the Privacy Act restrictions. Data will not be disclosed, released, revealed, shown, sold, rented, leased, or loaned to anyone outside of this agreement.

b. TMA:

(1) Serve as the coordinating agency between the LIMS contractor and DMDC, setting guidelines and performance standards.

(2) Review and coordinate all requests for data and data analysis from the Services and agencies to DMDC. Approval of record-level data releases will be provided by TMA in the format shown on Attachment 1.

c. DMDC shall:

(1) Provide data and data analysis to TMA in support of various purposes such as the DDRP Annual Report to the Secretary of Defense, quarterly reports, congressional inquiries, public affairs requests, and other official purposes.

(2) Provide the Defense Personnel Security Research Center with drug testing data in support of the vetting system for personnel being evaluated for access to national security information. DMDC will be responsible for assuring that individuals

requiring access to national security information have signed a valid SF86 within the last five years.

(3) With approval from TMA, provide data and data analysis to the Services and DoD agencies upon request.

4. Access and Disposition:

a. Only those agencies authorized by the Director, TMA, and DMDC personnel will have access to DDRP LIMS data records. All agencies will be advised of the confidential nature of the information and the civil and criminal sanctions for noncompliance contained in the applicable Federal laws.

b. The records matched and any records provided by DMDC will be processed in a manner that unauthorized persons cannot retrieve any such record by means of computer, remote terminal, or other means.

c. Agencies authorized by TMA and DMDC shall ensure that information obtained from each other shall be used solely as provided in the Privacy Act, as amended; and the Freedom of Information Act, as amended, or as provided by law.

d. Any files provided by the DDRP LIMS for use by DMDC will not be used to extract information concerning individuals for any purpose not specified in this MOU. These files will not be duplicated or disseminated without the written consent of the Director, TMA.

5. Points of Contact:

DMDC

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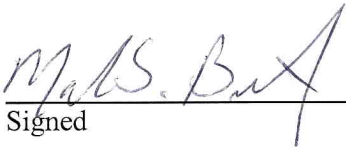
TMA

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E-mail: Ronald.Shippee@tma.osd.mil

6. Effective Date:

This MOU becomes effective upon final signature and will remain in force for the duration of the reporting requirement to TMA. The agreement will be reviewed every other year to ensure the provisions set forth are current and valid. The reviews will be based upon the effective date of this agreement. Any requests for modification will be in writing to all parties of the agreement for their concurrence in amending the agreement. This agreement may be terminated by either party with a 60-day notice.

7. Signatures:


Signed _____ Date 4/21/08

MARK BECKENRIDGE
Deputy Director, DMDC


Signed _____ Date 4/1/08

ELDER GRANGER
Major General, MC, USA
Deputy Director, TMA

Drug Testing and Program Release Approval

DMDC is authorized by the Drug Testing and Program Policy Office to provide the following:

Project Title:

Date:

Release to (agency):

Point of contact for requesting agency (to include e-mail and phone):

Brief description of release:

Data Elements Required:

Frequency of data feed from DMDC: (one time, monthly, quarterly)

If record-level data, the system notice for the agency receiving the data is required:

Signature by Director, DDRP

Date

Signature is authority for release